

CITY OF MILPITAS
Effective: Dec. 1999
EEOC: Paraprof
FLSA: Non-exempt
UNIT: ProTech
PHYSICAL: 1

SENIOR FISCAL ASSISTANT

DEFINITION

Under general supervision, to serve as a lead worker within the Finance Department. To perform a variety of accounting clerical tasks in the analysis, preparation, correction and review of fiscal service or accounting functions and to perform the more complex and responsible tasks within the assigned section including the training of less experienced staff.

DISTINGUISHING CHARACTERISTICS

The Senior Fiscal Assistant is the advance journey level class in the Fiscal Assistant series. Positions in this class are distinguished from the Fiscal Assistant I/II by the responsibility assumed for serving in a lead capacity and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of job duties and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fiscal Services Manager, Accounting Services Manager or other management staff.

Exercises indirect supervision over assigned personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Perform a variety of fiscal and accounting clerical tasks in the analysis, preparation, correction and review of business licenses, utility billing, accounts receivable, accounts payable, payroll or cash collection.

Answer inquiries, provide information, and resolve complaints from the public and/or employees in person or on the telephone in a professional and customer service manner.

Assist in the coordination of the information systems function to ensure the proper design, testing, and implementation of enhancements and corrections to computerized systems.

Research and assemble information for special projects.

Participate in the preparation of financial statements, schedules and other statistical and financial reports.

Examine, reconcile, balance, and adjust accounting records.

Identify and resolve problems and inconsistencies and determine corrective entries involved in maintaining accounting controls.

Review work assignments of assigned staff and ensure that daily deadlines are met.

Assign, schedule, prioritize, coordinate and review work activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

City policies and procedures in assigned area of responsibility.

Modern office practices, procedures and equipment.

Application of accounting principles, procedures, and techniques relative to assigned area of responsibility.

Techniques and methods of training and communication.

Computer applications related to the work.

Ability to:

Organize and oversee the work of assigned staff.

Provide training and guidance to less experienced personnel.

Maintain accurate records.

Understand and interpret principles, laws, and procedures involved in fiscal record keeping and accounting functions.

Exercise sound, independent judgement.

Prepare financial reports.

Communicate clearly, concisely and effectively, orally and in writing.

Establish and maintain effective work relationships with individuals from other City departments, agencies and with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in fiscal services and or accounting.

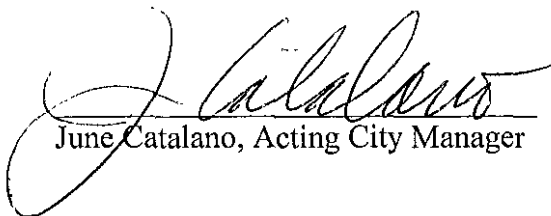
Education:

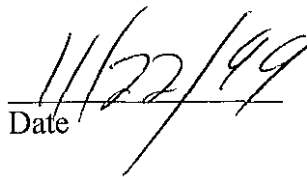
Equivalent to the completion of the twelfth grade.

License and Certificates:

Possession of, or ability to obtain and maintain, a valid California driver's license.

Approved by:


June Catalano, Acting City Manager


Date